


## Connect Telephone and Computer Group

Company: \_\_\_\_\_

Extension Name: \_\_\_\_\_

Extension Number: \_\_\_\_\_



1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24

### Tips

- 1) Place line keys (make similar on all phones) i.e. 555-5555 or Line 1
- 2) Choose keys for extension names/numbers i.e. Jamie, 108 or Jamie 108
- 3) Designate keys for Speed Dial Numbers (provide a name for the key, not a phone number)
- 4) Select keys for Special Key Feature Options some examples would be an Intercom key for paging extensions or a Voicemail key if you have system voicemail. More options are below.

### Examples of Special Key Features

Line Buttons	Caller ID Log	Night Mode	Do not Disturb
Stations/Exts	Headset	Voicemail box	Night Mode
Voicemail	Redial	Voicemail	System Directory
Park	Speed Directory	System Directory	
Forward	Speed Dial	Speed Directory	